



MID SUSSEX DISTRICT COUNCIL

JOB DESCRIPTION

JOB TITLE:	HR Officer (part time, 25 hours)
POST NO:	RPER006
SALARY:	£32,019 - £35,411 (pro rata)
SERVICE AREA:	HR & OD
RESPONSIBLE TO:	HR Business Partner
RESPONSIBLE FOR:	NA

MAIN PURPOSE:

To support the HR and OD Business Partners with all aspects of employee relations case management with a particular focus on sickness absence management.

To be responsible for the efficient delivery of the Council's learning offer and to support managers ensuring that staff complete required courses in a timely manner.

In conjunction with the HR OD Business Partners and HR & Systems Officer, provide timely and efficient recruitment and onboarding and learning and development services for the Council.

MAIN DUTIES/RESPONSIBILITIES:

Employee Relations

1. Provide advice, support and guidance to staff and managers on people related matters (such as absence, conduct, capability, dignity at work, disciplinary and grievance) face to face, through email or over the telephone, in line with policy and best practice.
2. Provide HR presence at meetings as appropriate (informal and formal), producing paperwork, recording discussions, and agreeing subsequent action plans as appropriate, ensuring that internal policies and legislative processes are always adhered to.
3. Support managers in the control of sickness absence specifically, in collaboration with the Council's Occupational Health providers and in line with the Council's Sickness Absence Policy, which might include making reasonable adjustments or seeking suitable alternative employment.

4. Assist in the development and implementation of HR policies and procedures that reflect best practice and legislative changes in employment practice.
5. Assist in developing programmes and methods to expand the staff benefits package.
6. Deal with flexible working requests, such as maternity returners and flexible retirements, as well as maternity, paternity, and shared parental leave arrangements from a legal and contractual point of view.
7. Responsible for dealing with cycle to work applications, to include advising on the scheme and processing any relevant actions through the online system, and to notify the Payroll Manager as appropriate.
8. Deal with childcare voucher requests and notify the Payroll Manager as appropriate.
9. Produce letters to staff on maternity, shared parental, long term sick leave, and career break, advising them of Council and departmental updates as appropriate.

Absence Management

1. Produce IS reports to ascertain staff sickness absence data and identify trigger levels, sharing information with managers and providing guidance with regards to best practice and policy.
2. Responsible for producing sickness absence reports and BVPI data on a monthly, quarterly, and annual basis, for sharing with managers and the Council's Health and Safety Committee.
3. Update monthly and quarterly sickness absence statistics onto Pentana.
4. Liaise with Occupational Health for staff referrals, appointments, and any follow up action.
5. Liaise with Council's recommended Counsellor for staff referrals as appropriate.

Learning & Development

1. Responsible for the implementation and ongoing development of our employee learning and development offer.
2. Ensure that appraisals are consistently and successfully undertaken by all in the Authority, through the Council's online system, offering assistance and guidance to managers as required, monitoring and recording the completion of appraisal activity, and collating all training requests.
3. In conjunction with the HR & Systems Officer, responsible for the coordination of training requests for staff in accordance with the Council's training budget, liaising with learning and development providers to book relevant courses, supporting the provision of all corporate training programmes, processing professional

subscriptions and training expenses through the Council's online system, and processing travel warrants.

Recruitment & Selection

1. In conjunction with the HR OD Business partner, manage the recruitment process, working closely with colleagues to ensure business needs are fully satisfied in the most cost-effective way.
2. To work closely with managers across the Authority to create and produce job advertisements, to plan and organise the agreed assessment and selection procedures, and to actively advise and participate in the conduct of interviews where required, and subsequent selection decision.

Other Duties

1. Responsible for answering the HR general enquiry telephone line and people team inbox and dealing with queries as appropriate.
2. Responsible for the ongoing updating of the HR section of the Council's intranet and internet, through the Wire – to include, although not limited to, organisational charts, policies, employment profiles, learning and development items and Managers Toolkit.
3. Understand HRIS systems including payroll and HR elements.
4. Raise purchase orders for any HR and Payroll related items through the Council's online finance system.
5. Respond to HR and Payroll related Freedom of Information requests.
6. Respond to a variety of HR and Payroll queries from internal and external customers.

Personal

1. Maintain continuing professional development, particularly regarding HR legislation and best practice.
2. As a term of employment, the post holder may be required to undertake other such duties as may be required of you in the post and Business Unit mentioned above; or in a comparable post in any of the Council's other Business Units.

MID SUSSEX DISTRICT COUNCIL PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
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Qualifications Educational/ Professional	<ul style="list-style-type: none"> • CIPD level 3 qualified. • Good standard of general education. 	
Work Experience	<ul style="list-style-type: none"> • HR/ OD experience within an HR role. • Experience of working within a customer-focused environment. • Proven track record in successfully dealing with employee relations issues. • Experience of working with computerised HR systems. 	<ul style="list-style-type: none"> • Experience within Local Government HR. • Experience of HR policy and procedure development from thought to finish. • Experiencing of using and inputting data to inter/intranet sites.
Special Aptitude/Skills	<ul style="list-style-type: none"> • Time management, prioritisation, and organisational skills. • Ability to work well under pressure. • Strong and effective communication skills and the ability to communicate with people at all levels. • Attention to detail and accuracy in own work. • Experience of delivering excellent customer service. • Fully proficient in MS Office packages (including email). 	
Knowledge	<ul style="list-style-type: none"> • Up to date knowledge of employment law and best practice re. employee relations. • A good understanding of HR policy and processes. 	
Disposition/ Attitude	<ul style="list-style-type: none"> • Clear thinking and focussed. • Consistently approachable and pleasant manner. • Creative, innovative, collaborative problem solver. • Good team player. 	<ul style="list-style-type: none"> • Committed to providing an efficient and professional HR service. • Committed to personal CPD.

	<ul style="list-style-type: none"> • Empathetic with good levels of emotional intelligence • Resilient 	
<i>Other Attributes</i>	<ul style="list-style-type: none"> • Evidence of a positive approach to work with flexibility, creativity, and enthusiasm to improve the organisation. • Ability to challenge and change processes. • Able to deal with issues in a confidential manner and with integrity. 	

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